

8.51 Tools Upgrade April 2012

Core-CT



- Agenda

- Introduction - Donalynn Black
- 8.51 PT Presentation: March 20 - Tom Vaughan
- 8.51 PT Presentation: March 22 - Tracey Hollins
- PS 9.1 Overview - Donalynn Black

Upgrade Timeline

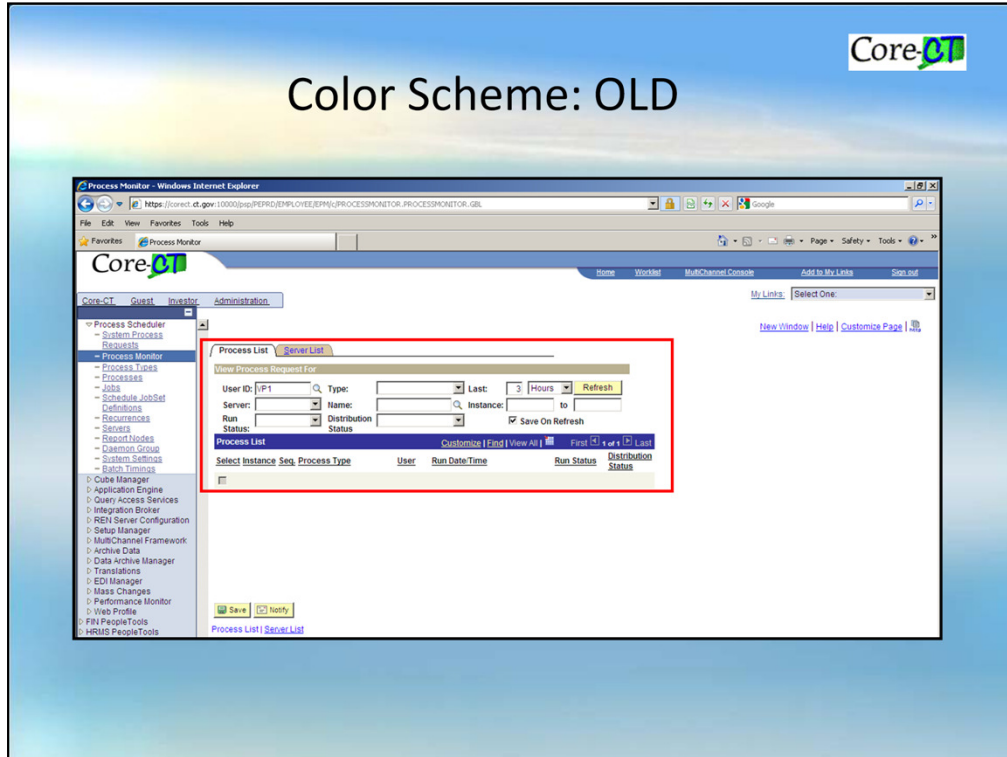
- Complete State and OSCIP pay cycle on Friday 3/30
- Financials will be going down after they are completed, approximately 2pm
- Financials will be going up on a limited basis on Monday morning for validation
- Financials will be released to all users after the validation is complete, approximately noon
- HRMS will have a completely different schedule.

The "notes" version of this presentation can be found at the Core-CT Home page under *9.1 Upgrade Project*.

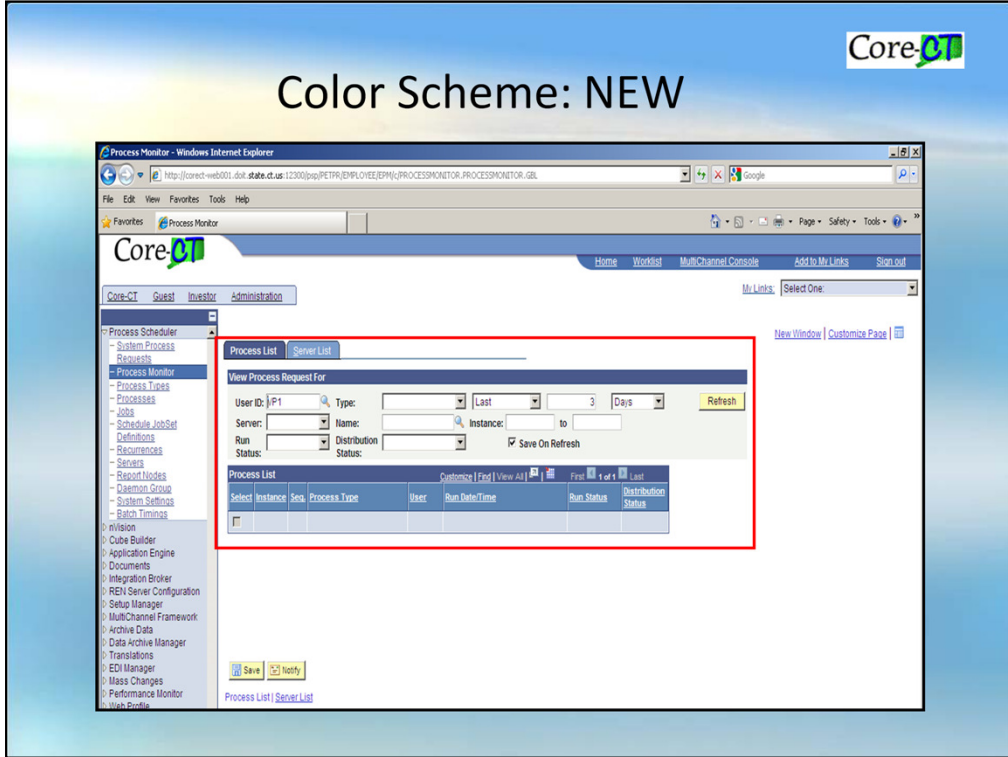
Upgrade from PeopleTools 8.49 to 8.51

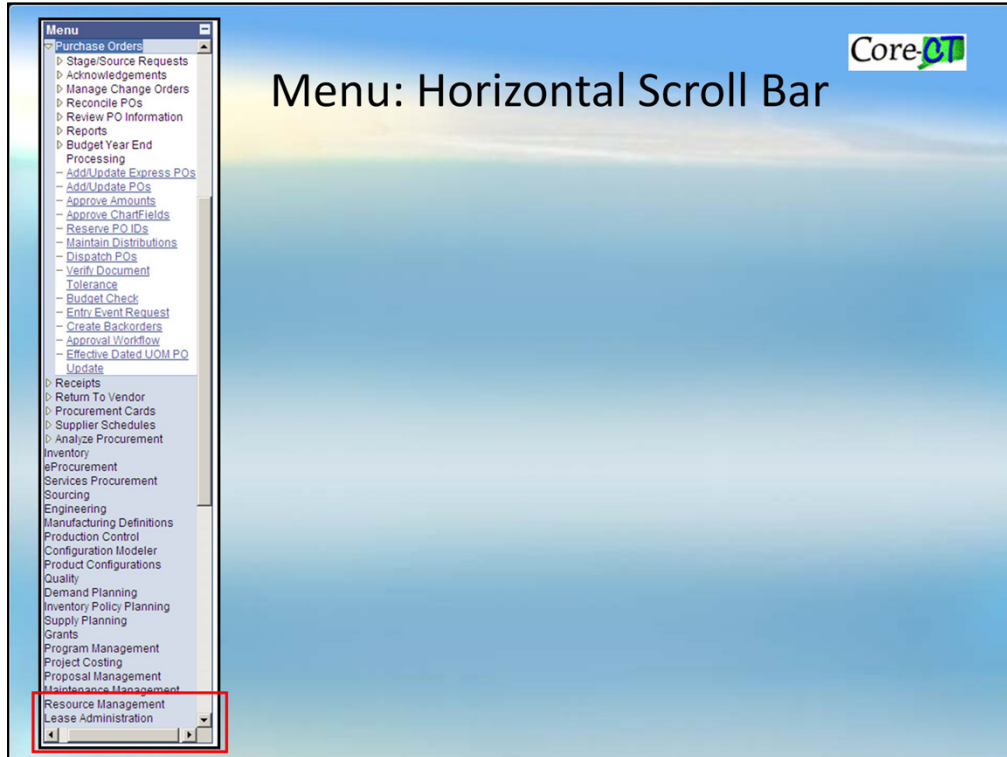
- To ready the underlying technology infrastructure to facilitate the application upgrades
- Minor “look and feel” changes
- April 2, 2012

Color Scheme: OLD

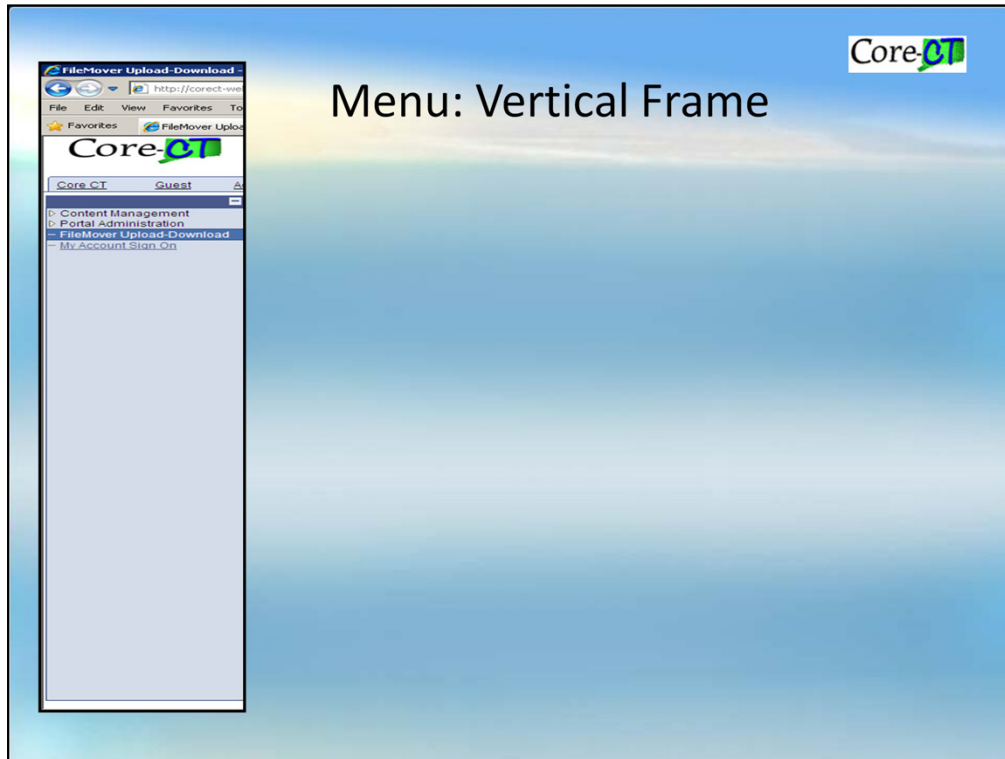


Color Scheme: NEW



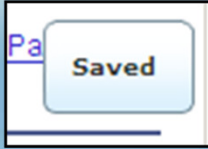
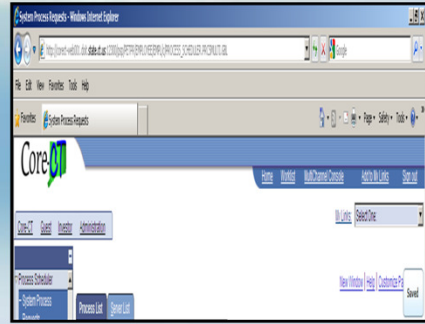
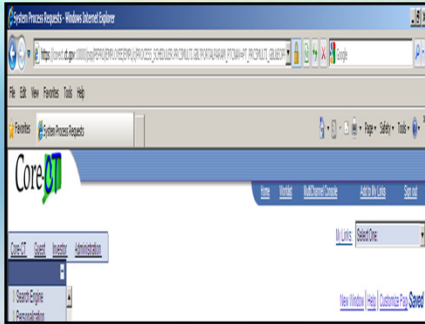


For certain users, when selecting items in the Enterprise Menu, the Menu will be shrunk horizontally and text will only be viewable by using the scroll bar at the bottom of the page.

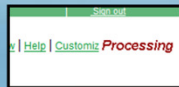
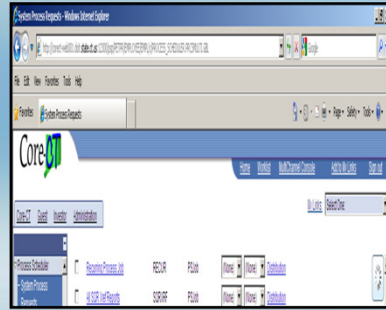
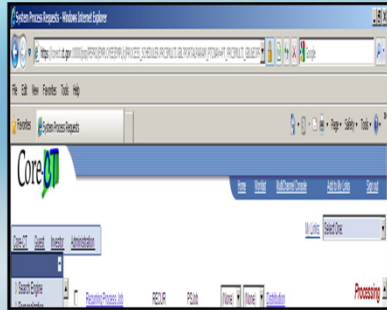


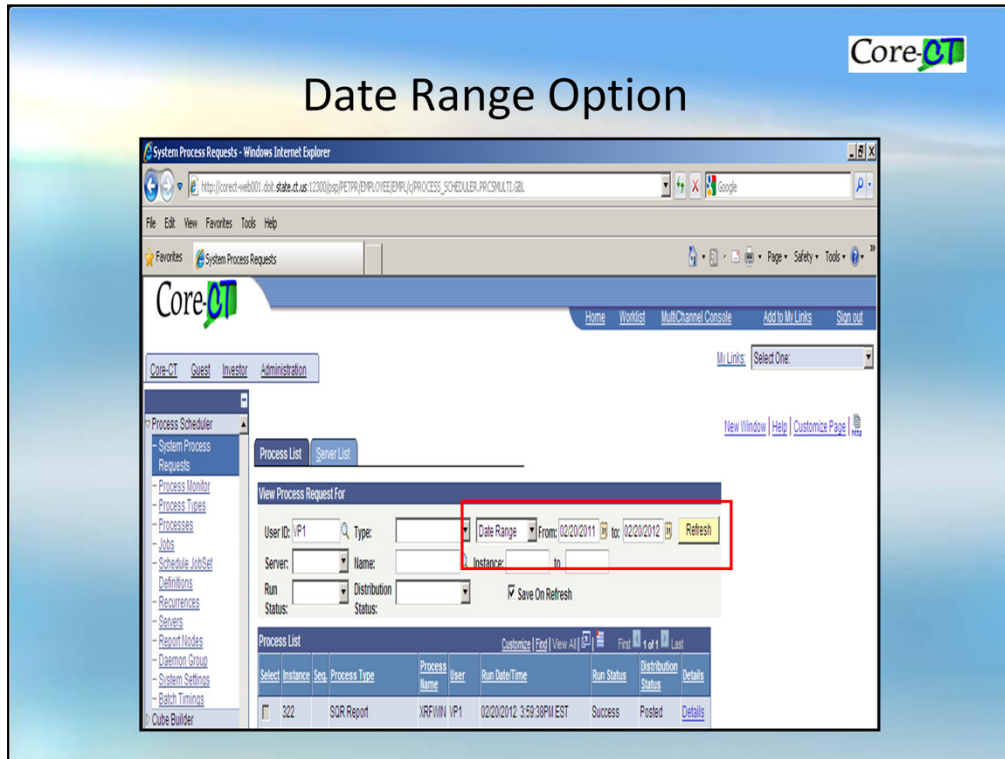
In the previous release users' security determined the number of menu items and the shaded frame that surrounded the Enterprise Menu. In the upgraded environment once the user clicks on an item in the Enterprise Menu the shaded frame expands the full vertical height of the page.

“Saved” Icon



“Processing” Icon



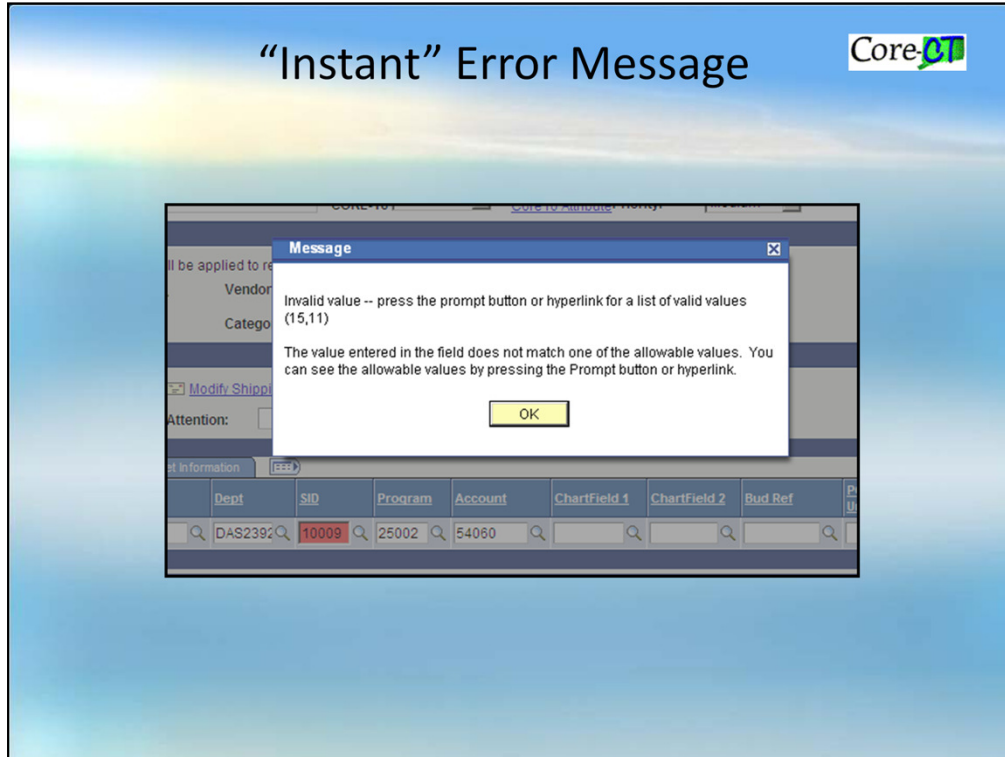


The Process Monitor and Report Manager pages have been updated to increase search and sorting functionality. The Process Monitor changes are shown below but the Report Manager page changes are similar.

Four Digit "Last" Option

The screenshot shows a software interface with a search filter. The filter is set to "Last" and has a value of "1234" entered in a text box. A dropdown menu is open, showing options: "All", "Days", "Hours", "Minutes", and "Years". The "Days" option is currently selected. Below the filter, there is a search bar with "Instance:" and "to" labels, and a checkbox labeled "Save On Refresh" which is checked. At the bottom of the interface, there are navigation buttons: "Customize", "Find", "View All", and a page indicator "-2 of 2".

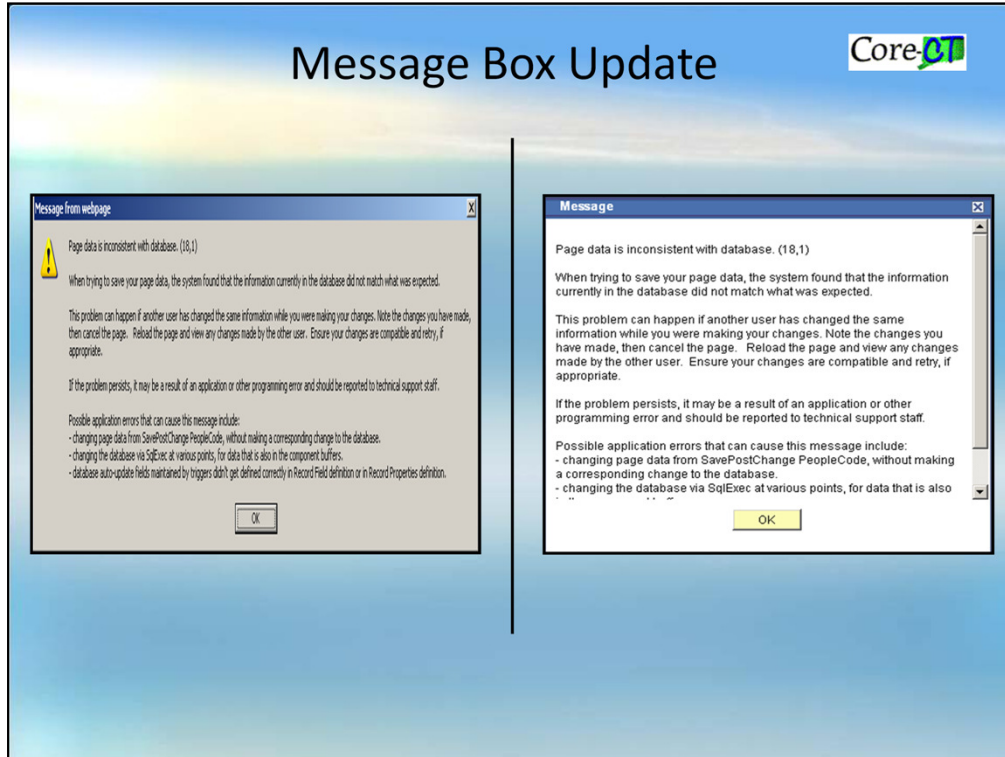
“Instant” Error Message



Where there is a red box denoting an error after saving, there is also an instant message with notification of no matching values.

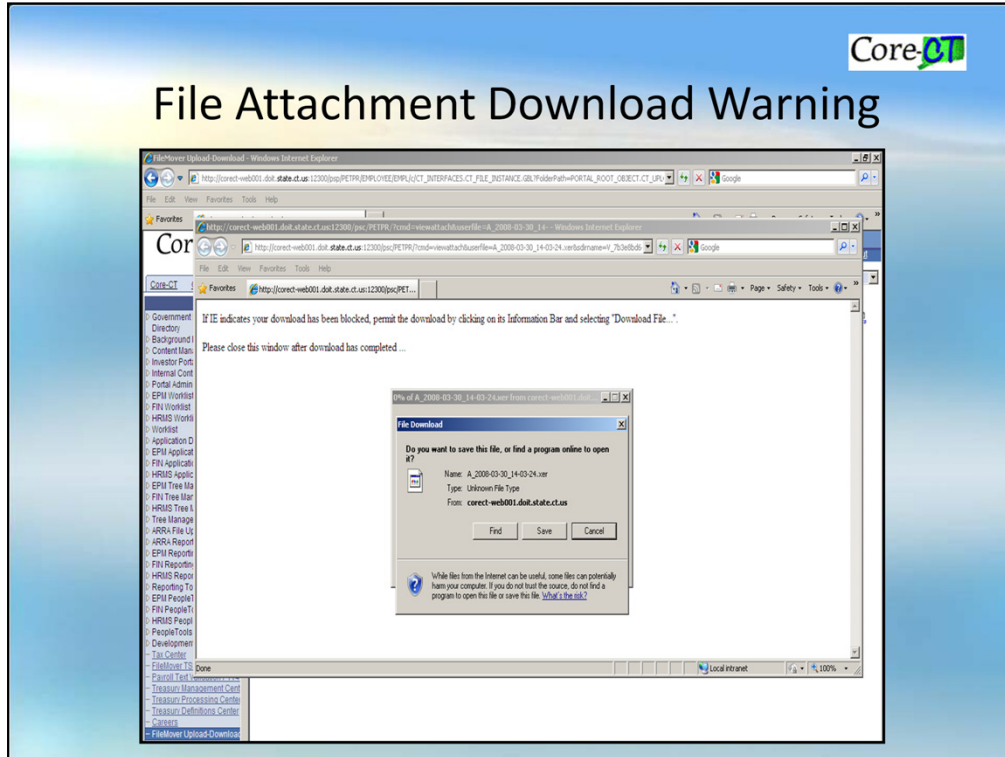
Please note: The red box will still appear on transactional processes.

Message Box Update



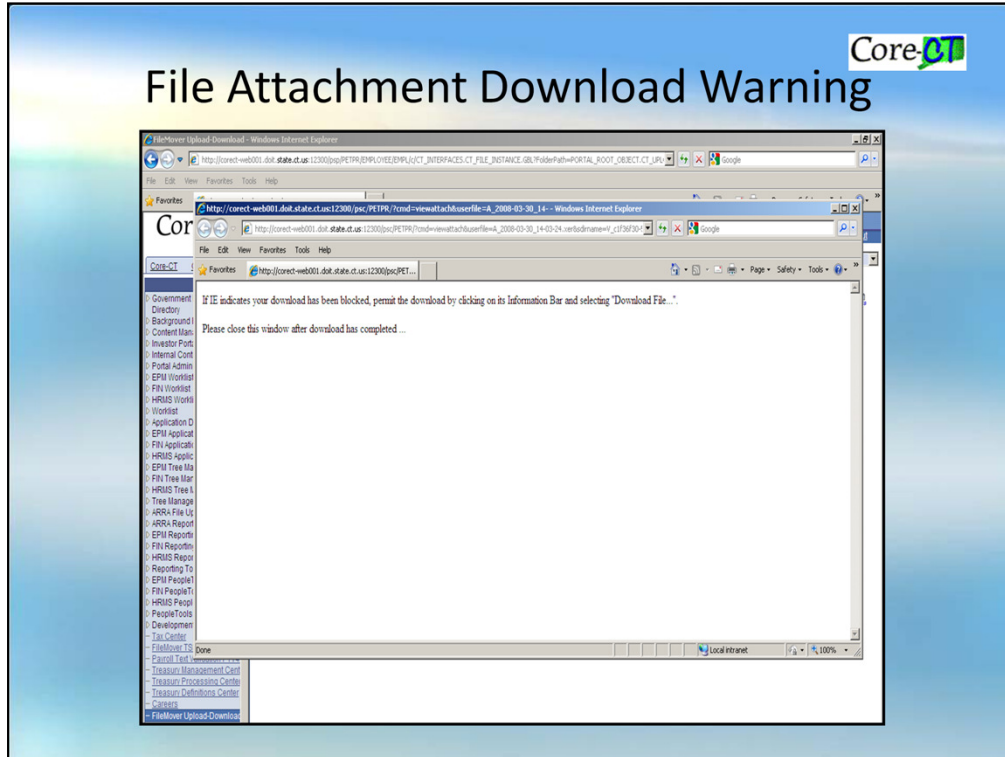
The format of the dialog boxes that alert users to messages, warnings, or errors, has been updated.

File Attachment Download Warning



Security for file attachment downloads has been changed to follow changes that have been introduced with newer browsers with regards to limiting unwanted popup windows, commonly associated with spyware. When a file download is requested, PeopleSoft will open a new window and prompt the user where to Save the file. This update will be especially noticeable to users uploading and downloading files.

File Attachment Download Warning



Once the file has been saved to a location specified by the user, the new background window, shown below, can be closed. This will return the user back to their original working window in the Core-CT application.

Zoom Icon

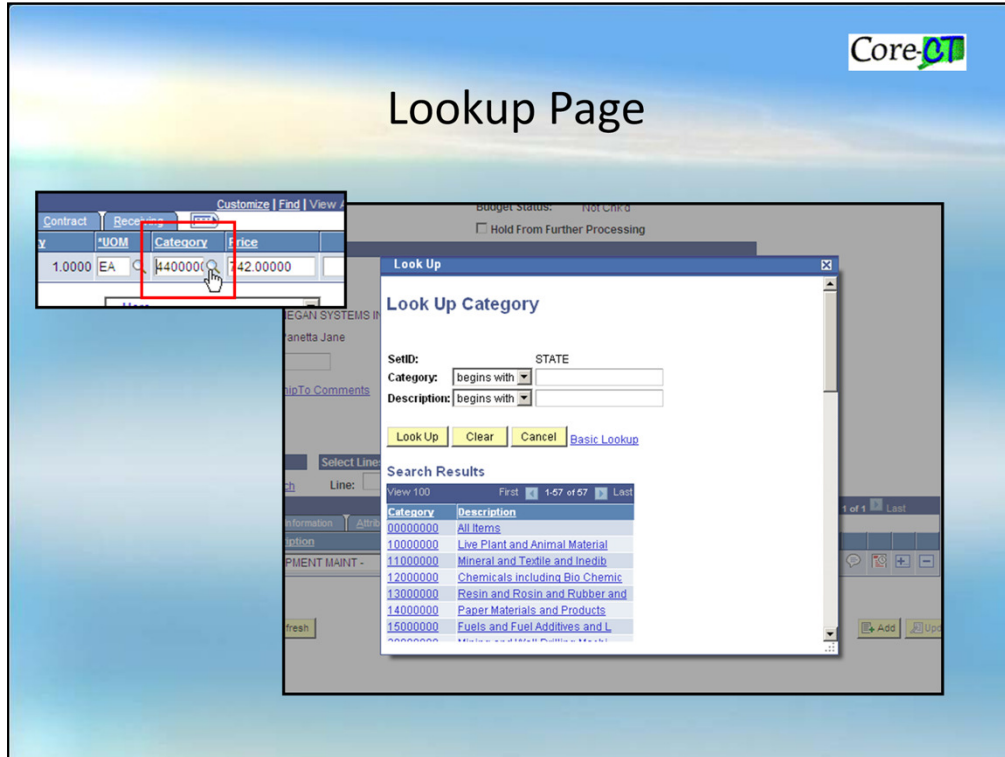
The image shows two screenshots from the PeopleSoft Tools 8.51 interface. The top screenshot displays a grid with columns: *UOM, Category, Price, Amount, and St. A red box highlights a zoom icon (magnifying glass) in the top right corner of the grid. The bottom screenshot shows a zoomed-in view of a grid row with columns: Line, Item, Description, PD Qty, *UOM, Category, Price, Amount, and Status. A red box highlights a 'Return' button located below the grid row.

*UOM	Category	Price	Amount	St
000 EA	440000	742.00000	742.00	Ac

Line	Item	Description	PD Qty	*UOM	Category	Price	Amount	Status
1		EQUIPMENT MAINT-	1.0000	EA	440000	742.00000	742.00	Active

PeopleSoft Tools 8.51 delivers new functionality for working with grids in pages. Once the Zoom button is clicked, the grid contents will open within the existing browser window.

Lookup Page



When clicking the magnifying glass to perform a lookup the appearance of the page has changed. The new functionality matches the appearance of the zoom grids from Item 7.

Returned Results

The screenshot displays the 'Purchase Order' search interface. On the left, the search criteria form includes fields for Business Unit (DASM1), PO ID, Purchase Order Date, PO Status, Short Vendor Name, Vendor ID, Vendor Name, Buyer, Buyer Name, PO Type, and Purchase Order Reference. A red box highlights the 'Search Results' section at the bottom, which contains the text: 'Only the first 300 results can be displayed. Enter more information above and search'. On the right, a second view of the search criteria form is shown, with a red box highlighting a new field: 'Limit the number of results to (up to 300): 300'. This field is located above the Business Unit field.

In the previous release users did not have the ability to limit the number of Search results that displayed. In the upgraded environment users can enter a number to limit the Search results.

Returned Results

Purchase Order

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300): 10

Business Unit: = ▾ DOCM1

PO ID: begins with ▾

Purchase Order Date: >= ▾ 01/01/2012

PO Status: = ▾

Short Vendor Name: begins with ▾

Vendor ID: begins with ▾

Vendor Name: begins with ▾

Buyer: begins with ▾

Buyer Name: begins with ▾

PO Type: = ▾

Purchase Order Reference: begins with ▾

Hold From Further Processing

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

Only the first 10 results of a possible 115 can be displayed.

[View All](#)

Business Unit	PO ID	Purchase Order Date	PO Status	Short Vendor Name	Vendor ID	Vendor Name
DOCM1	0000122808	01/03/2012	Dispatched	061043422F-001	0000010009	SUBURBAN STATIONERS INC
DOCM1	0000122807	01/03/2012	Dispatched	061043422F-001	0000010009	SUBURBAN STATIONERS INC
DOCM1	0000122806	01/03/2012	Dispatched	061043422F-001	0000010009	SUBURBAN STATIONERS INC

"Between" Search Criteria



Purchase Order
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: = DSSM1

PO ID: begins with

Purchase Order Date: between and

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Vendor Name: begins with

Buyer: begins with

Buyer Name: begins with

PO Type: =

Purchase Order Reference: begins with

Hold From Further Processing

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) [Add a New Value](#)

Limit the number of results to (up to 300): 300

Business Unit: = DASM1

Receipt Number: begins with

Bill of Lading: begins with

PO Business Unit: begins with

Item ID: begins with

PO Number: begins with

Ship To Location: begins with

Shipment Number: begins with

Vendor ID: begins with

Received Date: between and

Receipt Status: between and

User ID: begins with

Retainage: between and

Issues

Run Control Attachments

Spreadsheet Journal Import Request

Run Control ID: JRNLI_IMPORT [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Number of Data Files:

*Character Set:

*If Journal Already Exists:

*If Journal is Invalid:

Attached File: TOOLSTEST.xml

As part of the PeopleTools upgrade any existing Run Controls that have file attachments, such as the GL Journal Spreadsheet Import, or the Budget Journal Import will have the file attachments removed. You will have to re-attach a file to the run control before running the process again.

Issues

Run Control Attachments

Spreadsheet Journal Import Request

Run Control ID: JRNL_IMPORT [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameters

*Number of Data Files: Single data file

*Character Set: ISO_8859-1

*If Journal Already Exists: Update

*If Journal is Invalid: Abort

Attached File:

[Add](#) [Delete](#) [View](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

As part of the PeopleTools upgrade any existing Run Controls that have file attachments, such as the GL Journal Spreadsheet Import, or the Budget Journal Import will have the file attachments removed. You will have to re-attach a file to the run control before running the process again.

Core-CT

Issues

- Compatibility with IE6
- EPM Queries: Sys Date and DTTM
- AM Physical Inventory
 - Complete PI's in progress before April 2
 - Create new Run Control IDs for the Load/Match/Reconcile process after April 2

Call the Help Desk!

Internet Explorer 6 Users (DOC) may have compatibility issues with the upgrade. You will have inconsistent views. Contact your IT people to be upgraded to IE 7.

EPM Queries with Sys Dates may have issues due to new Oracle/PeopleSoft date format. If your EPM queries do not run, call the Help Desk.

In progress Physical Inventory occurrences should be processed before the upgrade as new Run control IDs will have to be created for the Load/Match/Reconcile process after the upgrade.



Why are we upgrading to v9.1?

- The primary driver for the upgrade is the continuation of Oracle support.
- The upgrade provides an opportunity to leverage the PeopleSoft system including:
 - eApps
 - Retirement Payroll
 - ePro enhancements
 - Punchout
 - P-Card
 - Business Intelligence (BI) solution



Examples of Upgrade Enhancements



- **Punchout** capabilities to vendor website: be able to have the 'shopping cart' experience and return to Core-CT. The normal approval process would follow.
- **P-Card module**
 - Ability to denote on a PO/Requisition that it will be paid by P-Card payment
 - Vendor is identified and the detail of purchase is entered on the PO/Req
 - Approval is done through the system
 - Pre-encumbrance and encumbrance is reflected in budgets
- **Receiver Push** – Asset information will start when the receiver is entered. The asset is created within assets with a "pending" status. It becomes "in service" when it is paid.

Donalynn

Examples of Upgrade Enhancements



Approval Framework for POs and vouchers

View Approvals

Business Unit: US001
PO ID: 000000234 [View Printable Version](#)
PO Total: 1,200,000.00 USD
Vendor ID: USA0000001 Bay Area Electric-
Buyer: CORELukasMark
PO Reference:
[Edit PO](#)

PO Status: Approved
PO Date: 02/22/2012
Budget Status: Not Chkd
Justification: [AB](#)

[Review Lines](#)

[Review / Edit Approvals](#)

PO Amount Approval

Purchase Order 000000234: Approved [View/Hide Comments](#)

PO Amount Approval

Approved
CORE-CT-PP1
PO Amount Approver 1
02/23/12 - 4:29 PM

Skipped
Consultant - Purchasing
PO Amount Approver 1
02/23/12 - 4:18 PM

Approved
CORE-CT-PP2
PO Amount Approver 2
02/24/12 - 8:32 AM

Approved
CORE-CT-PP3
PO Amount Approver 3
02/24/12 - 8:52 AM

Approved
CORE-CT-PP4
PO Amount Approver 4
02/24/12 - 8:53 AM

[Comments](#)

PO Budgetary Approval

Purchase Order 000000234: Approved [View/Hide Comments](#)

PO Budgetary Approval

Approved
CORE-CT-PP-BUDGET REVIEWER
PO Budgetary Approver
02/24/12 - 8:54 AM

[Comments](#)

PO Purchasing Approval

Purchase Order 000000234: Approved [View/Hide Comments](#)

PO Purchasing Approval

Approved
CORE-CT-GENERAL BUYER
Purchasing Approver
02/24/12 - 8:55 AM

[Comments](#)

Examples of Upgrade Enhancements



Electronic Invoicing

- Working with a vendor to interface invoices into Core-CT
- Agencies would approve invoices and vouchers could be created
- Not the ability to fax or email invoices
- Pilot a few vendors and a few agencies – Call Mark Aronowitz

Attachments

- COP9 Process – attach the COP9 documents to deposit ticket
- Asset transfers – transfer paperwork attached
- Retirement paperwork attached to assets
- Journals – attach a spreadsheet or document
- *Note: Checks and documents with bank account numbers should not be attached*

Examples of Upgrade Enhancements

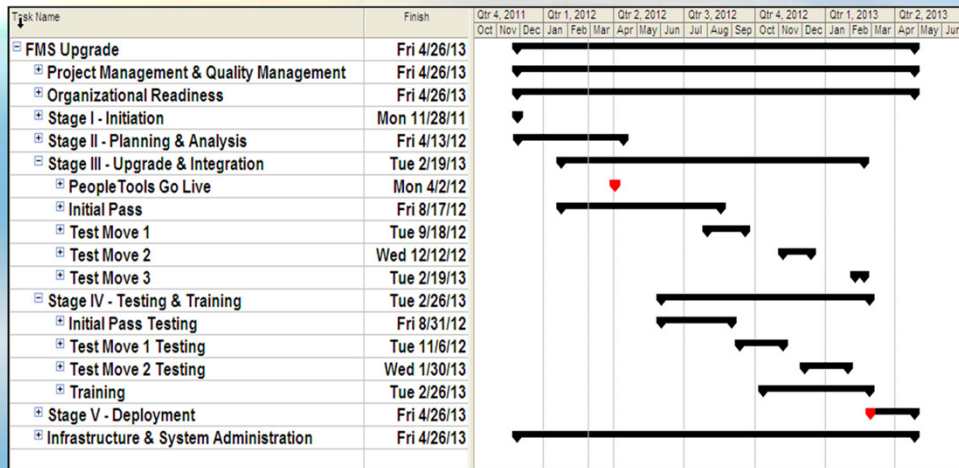


- ❑ **Categorization thresholds for Assets**
 - Assets will be categorized (based on their value) as capital, controllable, or expensed assets

- ❑ **Other functionality**
 - View a PO or bill without going to the process monitor
 - Paperless processing – create agency AP group email addresses to email bills between agencies

- ❑ **Overall no major changes to standard transactions**

Methodology & Timeline



Request from OSC-APD

- **Vendors You Currently Work With**
 - Request that they move to ACH (Automatic Clearing House) rather than receiving checks
 - Vendors will receive their money sooner and the check will not get lost, goes directly into their bank account
 - Saves money for the State
 - Not as likely to cancel or reissue payments

Any questions, please call Mark Aronowitz at 860-702-3399 or you can email him at mark.aronowitz@po.state.ct.us

Financials 9.1 Go Live: March 4, 2013

